

Claiming and Unclaiming a Task

You can claim (null) or unclaim a task if you have the required access rights to the task. When you claim a task, it prevents other users from claiming the task. After you unclaim the task, you or another user may claim the task to submit additional changes to the task.

Different icons for search criteria and their descriptions.

Icon Description

null Claimed by you. Other users are prohibited from claiming the task you have claimed.

null Claimed by others. You cannot claim or complete a task claimed by another user.

null Claimed by Anyone. This icon appears in the grid.

When you claim (null) a task, other users are prevented from claiming that task. Similarly, you cannot claim a task claimed by another user.

There are multiple ways to claim a task. From the grid, select the task to be claimed, and then opt for one of the following choices:

- Click on the down arrow in the first grid column and select null from the context menu.
- Use the right mouse button (right-click) to open the context menu and click Claim Task.

You can only unclaim a task that is claimed by you. You cannot unclaim a task that is claimed by another user. From the grid, right-click on the task to be unclaimed, and select **Unclaim Task** from the context menu.

